

MONTANA LOCAL TECHNICAL ASSISTANCE PROGRAM
FIFTH & CLOSING FINANCIAL REPORT
JULY THROUGH SEPTEMBER 2007

Prepared by
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of the
LOCAL TECHNICAL ASSISTANCE PROGRAM

Prepared for the
STATE OF MONTANA
DEPARTMENT OF TRANSPORTATION
RESEARCH PROGRAM
in cooperation with the
U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION

The opinions, findings and conclusions expressed in this publication are those of the authors and not necessarily those of the State of Montana, Department of Transportation or the Federal Highway Administration.

CONTRACT REQUIREMENTS

GENERAL

The LTAP staff currently consists of Steven V. Jenkins, Director; Genevieve Albert, Conference Coordinator/Administrative Associate; Michele Beck, Graphic Designer; and one student employee.

Task A – Compile and Maintain a Mailing List

Changes to the mailing list this quarter came from quarterly newsletter and address change forms, workshops, e-mails, and telephone calls to the LTAP Center. **No changes reflected in this final financial report.**

Table 1: Mailing List (as of September 30, 2007)

Category	Prior Count	Additions Or Deletions	Current Count
Federal	112	0	112
State	176	0	176
County	323	0	323
City	231	0	231
Tribal	9	0	9
Private	265	0	265
Other	28	0	28
Total	1144	0	1144

Figure 1 and Table 2 show the amount of monies budgeted for this task versus the costs-to-date (in direct costs).

Figure 1: Mailing List Budget vs. Costs-to-Date

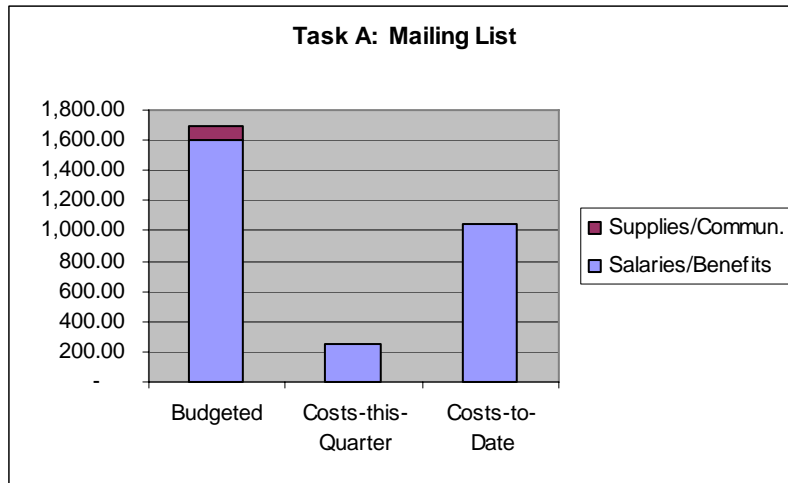


Table 2: Mailing List Budget Summary

Cost Categories	Quarterly Budget	Fifth Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$400.00	\$0	\$1,600.00	\$1,892.09
Supplies/Communications	25.00	0	100.00	0
Total Direct Costs	\$425.00	\$0	\$1,700.00	\$1,892.09

Task B – Publish a Quarterly Newsletter

No changes reflected in this final financial report.

Figure 2 and Table 3 show the amount of monies budgeted for Task B versus the costs-to-date (in direct costs).

figure 2: Newsletter Budget vs. Costs-to-Date

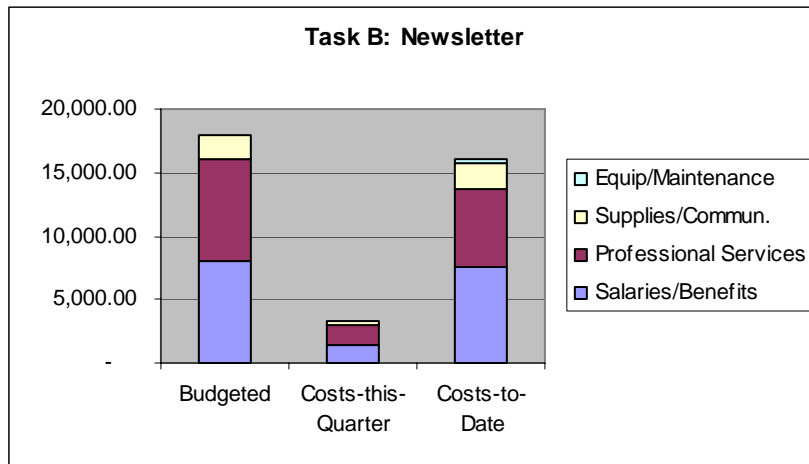


Table 3: Newsletter Budget Summary

Cost Categories	Quarterly Budget	Fifth Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$2,000.00	\$0	\$8,000.00	\$8,406.86
Printing (professional srv.)	2,000.00	0	8,000.00	6,052.27
Supplies/Communications	500.00	0	2,000.00	1,987.75
Equipment/Maintenance	0.00	0	0.00	522.72
Total Direct Costs	\$4,500.00	\$0	\$18,000.00	\$16,969.60

Task C – Provide Technology Transfer Materials

The number of publications distributed this quarter is listed by category of requesting party: Table 4. **No changes reflected in this final financial report.**

Table 4: Publications (July 1, 2007 to September 30, 2007)

	FHWA Publications	Other Publications
Federal	-	-
State	-	-
County	-	-
City	-	-
Tribal	-	-
Private	-	--
Other	-	-
Total		-

Software distributed this quarter is shown by category of requesting party: Table 5.

Table 5: Software (July 1, 2007 to September 30, 2007)

Agency	Orders Per Agency	Total Software Sent
Federal	-	-
State	-	-
County	-	-
City	-	-
Tribal	-	-
Private	-	-
Other	-	-
Total	-	-

The total number of videotapes distributed this quarter by category of requesting party: Table 6.

Table 6: Videotapes/DVDs (July 1, 2007 to September 30, 2007)

Agency	Orders Per Agency	Total Videotapes Sent
Federal	-	-
State	-	-
County	-	-
City	-	-
Tribal	-	-
Private	-	-
Other	-	-
Total	-	-

Figure 3 and Table 7 show the amount of monies budgeted for Task C versus the costs-to-date (in direct costs)

Figure 3: Technology Transfer Materials Budget vs. Costs-to-Date

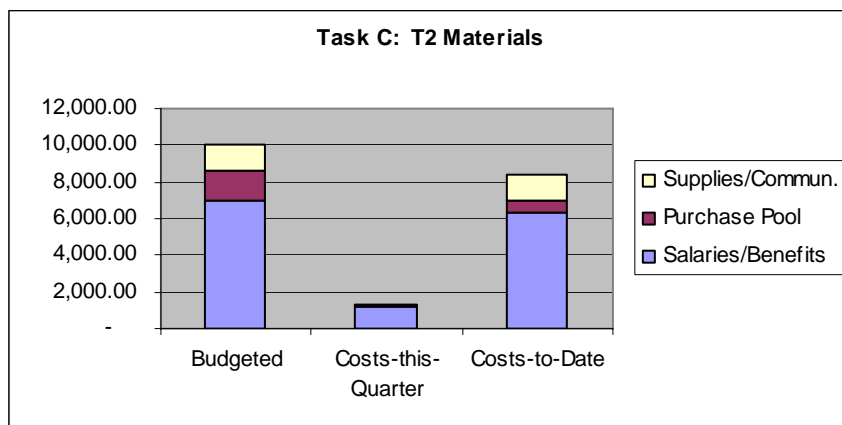


Table 7: Technology Transfer Materials Budget Summary

Cost Categories	Quarterly Budget	Fifth Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$1,750.00	\$0.00	\$7,000.00	\$5,913.08
Purchase Pool	400.00	0.00	1,600.00	504.21
Supplies/Communications	350.00	0.00	1,400.00	2,494.40
Total Direct Costs	\$2,500.00	\$0.00	\$10,000.00	\$8,911.69

Task D – Provide Information and On-Site Technical Assistance

The LTAP Student spent 100% of her time on this task this quarter.

Figure 4 and Table 8 show the amount of monies budgeted for Task D versus the costs-to-date (in direct costs).

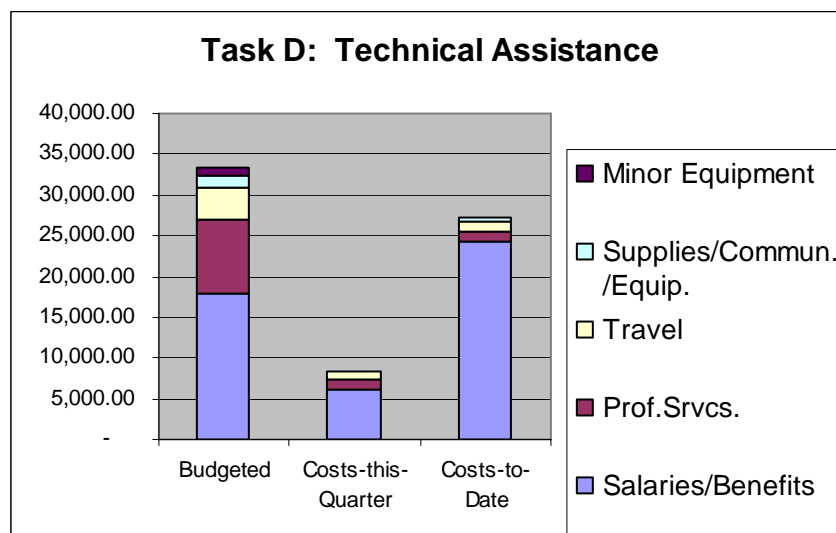
Figure 4: Information/Technical Assistance Budget vs. Costs-to-Date

Table 8: Information/Technical Assistance Budget Summary

Cost Categories	Quarterly Budget	Fifth Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$4,500.00	\$641.03	\$18,000.00	\$24,565.55
Professional Services	2,250.00	0.00	9,000.00	345.84
Travel	1,000.00	281.08	4,000.00	1,148.88
Supplies/Communications	350.00	-	1,400.00	511.33
Equipment	250.00	-	1000.00	-
Total Direct Costs	\$8,350.00	\$922.11	\$33,400.00	\$26,571.60

Task E – Conduct or Arrange Seminars/Training Sessions

Workshops conducted in July, August, and September 2007 will be reflected in the First Quarterly Report for 2007-2008.

Approximately 23.9% of the Director's time was spent arranging seminars/training sessions.

Figure 5 and Table 9 show the amount of monies budgeted for Task E versus costs-to-date (in direct costs).

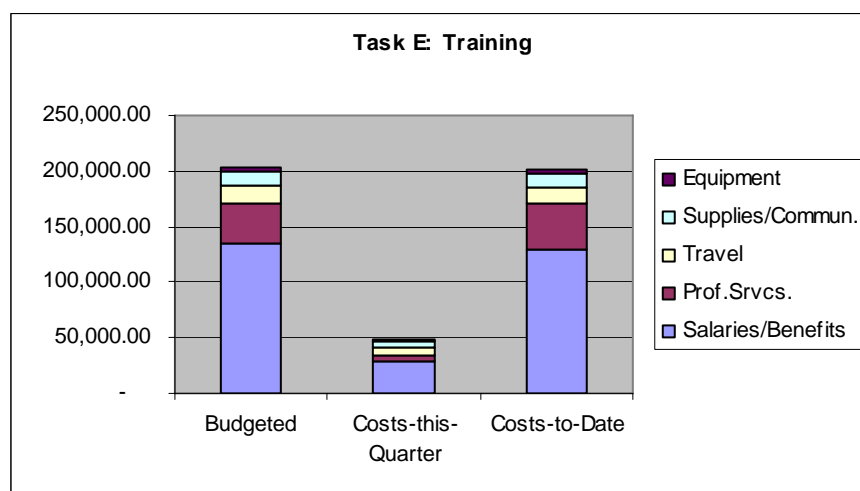
Figure 5: Seminars/Training Sessions Budget vs Costs-to-Date

Table 9: Seminars/Training Sessions Budget Summary

Cost Categories	Quarterly Budget	Fifth Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$33,575.00	\$6,364.71	\$134,300.00	\$136,666.44
Professional Services	9,000.00	0.00	36,000.00	39,970.09
Travel	4,027.49	(42.36)	16,109.95	15,647.63
Supplies*/Communications	3,443.17	224.83	13,772.67	17,631.04
Equipment	750.00	2,683.23	3,000.00	5,518.76
Total Direct Costs	\$50,795.66	\$9,230.41	\$203,182.62	\$215,433.96

*Supplies include conference services costs related to workshops/seminars

Task F – Evaluation

This task includes preparation of the Quarterly/Year-end Report, workshop/training evaluation summarization, and preparation for the annual LTAP Advisory Board meeting

No changes reflected in this final financial report.

Figure 6 and Table 10 show the amount of monies budgeted for Task F versus the costs-to-date (in direct costs).

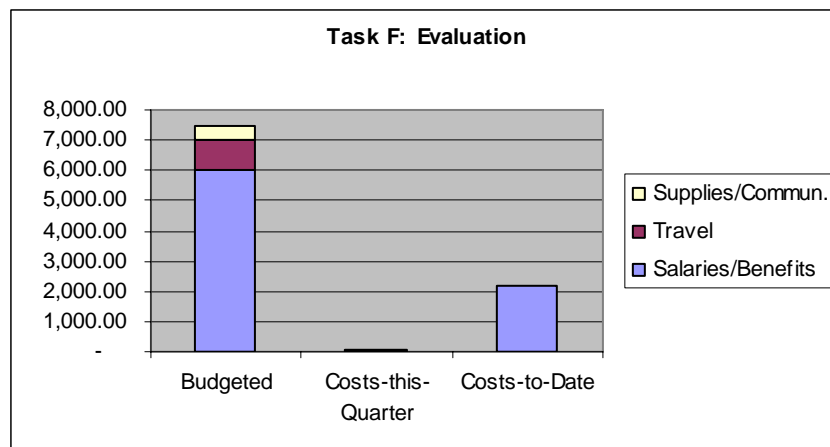
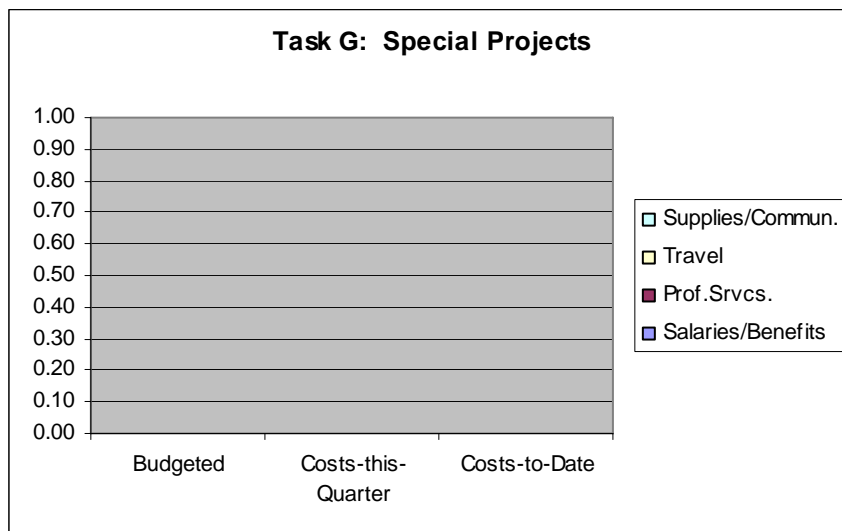
Figure 6: Evaluation Budget vs. Costs-to-Date

Table 10: Evaluation Budget Summary

Cost Categories	Quarterly Budget	Fifth Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$1,500.00	\$0	\$6,000.00	\$2,094.15
Travel	250.00	0	1,000.00	0
Supplies/Communications	125.00	0	500.00	0
Total Direct Costs	\$1,875.00	\$0	\$7,500.00	\$2,094.15

Task G – Special Projects**Figure 7: Special Project Budget vs. Costs-to-Date****Table 11: Special Project Budget Summary**

Cost Categories	Quarterly Budget	Fifth Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	0.00	0.00	0.00	0.00
Professional Services	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00
Supplies/Communications	0.00	0.00	0.00	0.00
Total Direct Costs	\$0.00	\$0.00	\$0.00	\$0.00

Other Costs

Other costs not associated with a specific task (i.e., supplies, administrative/accounting work, general office filing, travel to LTAP annual meeting, training new employees, etc.) have been summarized in Table 12.

Figure 8: Other Costs Budget

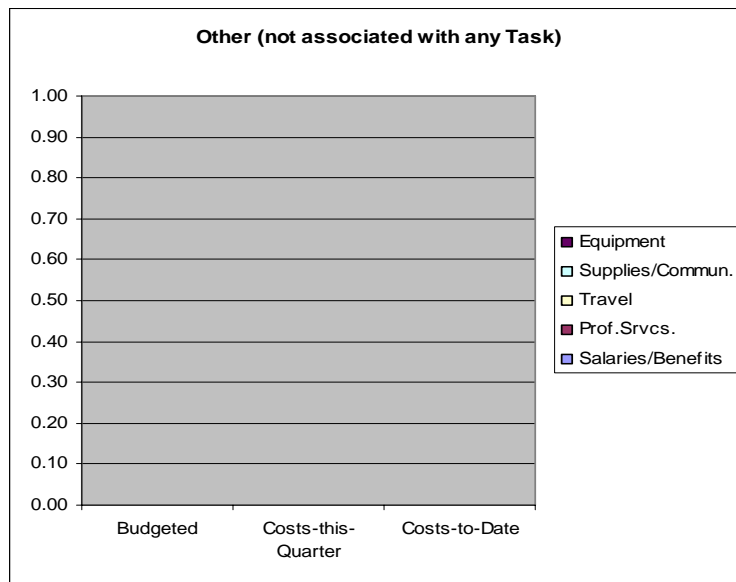


Table 12: Other Costs

Cost Categories	Quarterly Budget	Fifth Quarter Actual Charges	1 Year Budget	Year-to-Date Actual Charges
Salaries/Benefits	\$0.00	0.00	\$0.00	\$0.00
Professional Services	0.00	1,998.63	0.00	1,998.63
Travel	0.00	0.00	0.00	0.00
Supplies/Communications	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
Total Direct Costs	\$0.00	\$1,998.63	\$0.00	\$1,998.63

BUDGET SUMMARY BY CATEGORY

Fifth Quarter 2007

(Sums may reflect \$ amounts rounded to the nearest cent.)

Direct Costs	Quarterly Budget	Fifth Quarter Actual Charges	1 Year Budget	Year-to-date Actual Charges
Salaries/Benefits	\$43,975.00	\$7,005.73	\$175,900.00	\$179,538.17
Professional Services	13,250.00	1,998.63	53,000.00	48,366.83
Travel	5,027.49	238.72	20,109.95	16,796.51
Supplies/Communications	5,193.17	224.83	20,772.67	23,128.73
Equipment	1000.00	2,683.23	4,000.00	6,041.48
Total Direct Costs	\$68,445.66	\$12,151.14	\$273,782.62	\$273,871.72
Indirect Costs	16,554.34	2,330.03	66,217.38	66,217.15
Total Direct and Indirect Costs	\$85,000.00	\$14,481.17	\$340,000.00	\$399,998.87

BUDGET SUMMARY BY TASK

Fifth Quarter 2007

(Sums may reflect \$ amounts rounded to the nearest cent.)

Task	Quarterly Budget	Fifth Quarter Actual Charges	1 Year Budget	Year-to-date Actual Charges
Mailing List	\$425.00	\$0.00	\$1,700.00	\$1,892.09
Newsletter	4,500.00	0.00	18,000.00	16,969.60
Technology Transfer Materials	2,500.00	0.00	10,000.00	8,911.69
Information/Technical Assistance	8,350.00	922.11	33,400.00	26,571.60
Seminars/Training Sessions	50,795.66	9,230.41	203,182.62	215,433.96
Evaluation	1,875.00	0.00	7,500.00	2,094.15
Special Projects	0.00	0.00	0.00	0.00
Other Costs	0.00	1,998.63	0.00	1,998.63
Total Costs	\$ 68,445.66	\$12,151.14	\$273,782.62	\$273,871.72

SUMMARY

Conservative spending has allowed some monies to be carried over for several months. This will allow the LTAP center to continue serving during the next year while federal funds are uncertain or delayed.

During the final three months on this contract, Advisory board meeting helped staff evaluate progress of the LTAP center and establish benchmarks for the upcoming year. The work plan does reflect the opinions of the members of the committee. Staff also attended the national meeting in Chicago. Sessions were held to enable better communication with partners, and look at successes and even failures.

The Snow Rodeo also offered training topics on Dump Truck Driving, Winter Survival, Weed Mowing, and Staking a Curve. The equipment training and competition went well.